



Action Needed by Nov. 7th 2011

Space and Project Grant allows accommodation of the first 10 group's applications received

Six Steps to a Highly Effective Organization

Organization Application/Registration Form

Ferry County, 2011

The 'Six Steps to a Highly Effective Organization' is a 'checkup' for local organizations to help their leaders identify the group's strengths and weaknesses, and then develop concrete steps to resolve these. It includes an individualized assessment of the group, and in-depth training on the skills necessary to improve the organization's ability to achieve its goals, including effective decision-making, leadership development, information gathering, organizational structure, and resource generation.

The focus of the program is on how your organization operates, such as leadership, structure and committee roles, decision-making, effectiveness of meetings, and resource management. It does not focus directly on determining which specific programs or activities your organization should do, though the skills and processes you'll learn will give you the ability to make such decisions.

Since the focus of the program is on organizations, program participants must be officially delegated to attend by a participating group (people cannot attend as an individual unaffiliated with an organization). Participating groups should send three to four delegates. Because each session builds upon the previous session, it is important that the delegates attend all the sessions.

The delegates should represent leadership roles within their organization to help ensure that the organization actively considers and implements what they are learning. The delegates thus need to be people in major official or unofficial decision-making roles (e.g. board members, officers, staff, senior volunteers, committee chairs), with ideally a mix of such roles (e.g. not all staff, or only board officers).

Sponsored by

Inland Northwest Community Foundation

and WSU Extension

Return at the Nov. 3rd pre-session or by Nov. 7th to: Ferry County Extension, 350 Delaware Av. #9, Republic, WA 99166 or email to: fagerlie@wsu.edu.

For an electronic version of this to fill out on the computer and email back, please check our website at <http://ferry.wsu.edu>.

Six Steps to a Highly Effective Organization: *Application*

Date of Application:

1. Name of the Organization:

Background on Your Organization

2. In at most three sentences, describe your organization, including its purpose or mission:
3. How long has your organization been in existence?
4. What are your organization's primary sources of funds?
5. How many total members do you have, how many of these are ACTIVE in your organization (e.g. they typically show up for events, meetings, or otherwise participate), and how many clients do you serve?
 - a. Total members
 - b. ACTIVE members
 - c. Clients
6. How large a geographical service area do you cover?
7. What are your organization's most significant recent accomplishments?

8. Has your organization recently experienced any significant traumatic events (e.g. resignation of Director, loss of major funding, major conflict over future directions)? If yes, please describe:

9. Which of the following activities has your organization done within the past three years? (check all that apply)

Yes?	Activities
	Written/submitted a grant or contract proposal
	Conducted strategic planning or updated an existing strategic plan
	Conducted a needs assessment of members and/or clients
	Significantly changed your organizational structure (board, leadership, committee structure, etc.)
	Changed your organization's legal status (such as became a 501c3)
	Developed new staff positions

10. What does your organization hope to gain from participating in the 'Six Steps' program?

11. What major issues is your organization facing?

a. Issues internal to your organization

b. Issues external to your organization

12. Who will be your organization's delegates to the program?

	Name	Role in the organization	Address	Phone	Email address	Have they agreed to participate in all six sessions?
1.						
2.						
3.						
4.						

13. Has your organization discussed participation in the 'Six Steps' program, and committed to meaningful discussion and follow-up? (This is a requirement to participate in the program. If you don't have it now, you must receive it prior to the beginning of the program)

Yes No

14. What is your organization's plan for how the delegates will share what they've learned with your group, and for your organization to consider their recommendations?

15. Please provide other comments and/or supporting information about your organization

Organizational 360 Assessment

An important component of the 'Six Steps' program is an organizational '360' assessment that group leaders and members complete prior to the first face-to-face session. This confidential on-line survey focuses on the organization's leadership and processes, providing participants an inside view to help identify strengths and weaknesses (the results are not shared between participating organizations).

It is up to each participating organization to decide which types of roles within the organization are asked to complete the survey- ideally, these need to be people with working knowledge of how the organization works, such as members of the board of directors, committee leaders and active committee members, Depending upon the organization, this may include the general membership. The broader the participation in the 360, the more representative and useful will be the information learned.

16. What types of roles within your organization would you like to have complete the organizational 360, and approximately how many people in total will this be? (please note that you'll have an opportunity to revise this listing of roles)

Other

17. How did you learn about the Six Steps program?